

District of Columbia  
Department of Energy and Environment



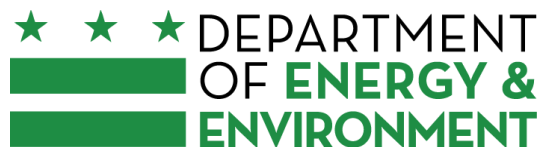
**NOTICE OF FUNDING AVAILABILITY  
AND  
REQUEST FOR APPLICATIONS (RFA)**

Low Income Energy Efficiency and Conservation Program  
(Short name: EECP)  
RFA # 2019-1915-EA

**Publication Date:** 4/5/2019

**Application Deadline:** 5/30/2019 at 4:30pm

Government of the District of Columbia  
Department of Energy and Environment  
1200 First Street, NE  
5th Floor  
Washington, DC 20002  
(202) 535-2600



## TABLE OF CONTENTS

<b>SECTION 1. GENERAL INFORMATION .....</b>	<b>4</b>
1.1 INTRODUCTION .....	4
1.2 PURPOSE OF THE GRANTS .....	4
1.3 SOURCE OF FUNDS .....	4
1.4 COMPETITION FOR A GRANT AWARD.....	5
1.5 PROJECTS AND FUNDS AVAILABLE .....	5
1.6 ELIGIBILITY .....	5
1.7 DEFINITIONS .....	6
1.8 PERMISSIBLE USE OF GRANT FUNDS .....	6
1.9 GRANT MONITORING .....	6
1.10 GENERAL TERMS AND CONDITIONS.....	7
1.11 RFA CONDITIONS - PROMISES, CERTIFICATIONS, ASSERTIONS, AND ASSURANCES .....	7
1.12 DOE's AUTHORITY TO MAKE GRANTS.....	7
1.13 CONFLICTS BETWEEN RFA AND APPLICABLE LAW .....	7
<b>SECTION 2. SUBMISSION OF APPLICATION.....</b>	<b>8</b>
2.1 RFA RELEASE DATE.....	8
2.2 OBTAINING A COPY OF THE RFA .....	8
2.3 APPLICATIONS: WHEN, WHAT, AND WHERE.....	8
2.4 AWARD ANNOUNCEMENT.....	9
2.5 UPDATES AND QUESTIONS AND ANSWERS (Q & A).....	9
2.6 DOE CONTACTS.....	9
<b>SECTION 3. APPLICATION CONTENT.....</b>	<b>10</b>
3.1 FORMAT.....	10
3.2 PROPOSAL CONTENT.....	10
3.3 WORK PLAN .....	15
3.4 REQUIRED DOCUMENTS .....	15
<b>SECTION 4. REVIEW PANEL AND APPLICATION SCORING .....</b>	<b>18</b>
4.1 REVIEW PANEL .....	18
4.2 SCORING CRITERIA .....	18
<b>SECTION 5. GRANTEE DOCUMENT REQUIREMENTS .....</b>	<b>18</b>
5.1 SUBMISSIONS IF APPLICANT WILL RECEIVE THE GRANT.....	18
<b>SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS .....</b>	<b>19</b>
6.1 REPORTING REQUIREMENTS .....	19
<b>SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING .....</b>	<b>21</b>

7.1 SUMMARY: PROJECT TITLE AND AVAILABLE FUNDS .....	21
7.2 PROJECT DESCRIPTION.....	21
7.3 PROJECT OUTCOMES, OUTPUTS, AND DELIVERABLES .....	27
<b>SECTION 8. CHECKLIST FOR APPLICANTS.....</b>	<b>29</b>
<b>APPENDICES.....</b>	<b>31</b>
APPENDIX 1 – GENERAL TERMS AND CONDITIONS .....	31
APPENDIX 2 – PROMISES, CERTIFICATIONS, ASSERTIONS, AND ASSURANCES .....	31
APPENDIX 3 – COVER SHEET .....	31
APPENDIX 4 – EXAMPLE OF GRANT BUDGET.....	31
APPENDIX 5 – POINTS FOR LOCAL ENTITIES .....	31

## **SECTION 1. GENERAL INFORMATION**

### **1.1 Introduction**

The Department of Energy and Environment (“DOEE”) solicits grant applications from eligible entities (called “Applicants”). The goals of this Request for Applications (RFA) are to seek eligible entities to assist DOEE in achieving its goal of reducing the energy costs of the District of Columbia's eligible low-income households by increasing the energy efficiency of their homes while focusing on the health and safety concerns of the occupants — lead abatement, asbestos remediation, and roof repair or replacement. This effort is funded through the U.S. Department of Energy (US DOE). DOEE also utilizes funding, based on availability, from the U.S. Department of Health and Human Services (HHS) Low Income Home Energy Assistance Program (LIHEAP), the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funds. In addition, DOEE utilizes leveraged funding, based on availability, from the District's Renewable Energy Development Fund (REDF), District of Columbia general funds, and other special purpose revenue funds. The Weatherization Assistance Program (WAP) is regulated by US DOE, and must conform to the District's WAP State Plan, and WAP regulations (see 10 CFR 440). US DOE's regulations can be found at <https://nascsp.org/wap/waptac/> and DOEE's WAP State Plan is located at <https://doee.dc.gov/service/weatherization-assistance-program>.

DOEE is soliciting applications for weatherization providers for Fiscal Year 2020, with possible extensions for Fiscal Years 2021 and 2022. The Department of Energy and Environment’s Energy Administration (EA) will administer this grant.

### **1.2 Purpose of the Grants**

The purpose of these grants is to provide high quality, cost-effective weatherization services to income-qualified households. Weatherization services improve the overall comfort, energy efficiency, and safety of homes. These services are provided free of charge to all qualifying households. To deliver services, DOEE provides grants to grantees, who are responsible for performing weatherization improvements and upgrades.

A successful applicant will assist DOEE in achieving this purpose by installing approved energy efficiency measures in low-income households and providing energy-related information to occupants. The measures could include energy-audit recommended measures, HVAC repair or replacement, health and safety measures, or renewable energy systems.

### **1.3 Source of Funds**

- U.S. Department of Energy (US DOE) Weatherization Assistance Program (WAP)
- U.S. Department of Health and Human Services (HHS) - Low Income Home Energy Assistance Program (LIHEAP)

- U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG)
- District of Columbia Renewable Energy Development Fund (REDF)
- District of Columbia general funds
- Special purpose revenue funds

#### **1.4 Competition for a Grant Award**

This RFA is competitive. Each Applicant must demonstrate its ability to carry out the activities for the grant for which it applies (called a “project”). A review panel will evaluate the applications for each advertised grant according to the stated list of criteria in each project’s description. The proposal/s with the highest score/s will be awarded the grant.

Specifically, grant awards will be made based on eligibility (Section 1.6), the extent to which the proposed project fits within the scope and available funding of the grant, strength of the application, and the organization’s capacity to achieve the grant’s goals.

Each Applicant may submit an application for more than one project, if applicable. If an Applicant responds to more than one project, it must do so in a separate proposal and submit all corresponding required documents.

#### **1.5 Projects and Funds Available**

DOEE seeks applications for:

Project Name	Project Amount
Low Income Energy Efficiency and Conservation Program	\$2,500,000

#### **1.6 Eligibility**

The following are eligible to apply if an “x” appears:

- ☒-Nonprofit organizations, including those with IRS 501(c)(3) or 501(c)(4) determinations;
- ☐-Faith-based organizations;
- ☐-Government agencies
- ☐-Universities/educational institutions; and
- ☐-Private Enterprises.

Continuing conditions of eligibility are that the information in the application is complete and truthful and that the Applicant at all times is able to meet any material conditions stated in its application. For instance, if an Applicant's ability to fulfill the terms of the grant is based on the availability of skilled staff and those staff should leave after the application's submittal or the grant award to the Applicant, the Applicant has the responsibility to advise DOEE in writing of this change in material conditions. Another example of change in material conditions that could result in the loss of eligibility would be the loss of the Applicant's tax-exempt status.

An informational conference call and an opportunity for question and answers will be held on Friday, April 19, 2019 from 2:00 - 3:00 PM  
The call number is (712) 451-0200 and the participant code is 233373

## **1.7 Definitions**

**District** - The District of Columbia.

**Grantee** - The person provided a grant by the District, including a sub-grantee.

**Person** - A natural person or a legal entity, including a partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, cooperative, the District government and its agencies, and the federal government and its agencies.

**Writing** - A tangible or electronic record of a communication or representation, including handwriting, typewriting, printing, photostat, fax, photography, word processing computer output, and e-mail. A "signed" writing includes an electronic symbol or process attached to, or logically associated with a writing, and executed or adopted by a person with the intent to sign the writing.

## **1.8 Permissible Use of Grant Funds**

A Grantee may use grant funds only for allowable grant project expenditures. Grant funds related to work performed will be provided on a reimbursement basis, except that an advance of funds may be provided for grant administration expenses in limited circumstances for good cause approved by DOEE at its sole discretion.

## **1.9 Grant Monitoring**

In its sole discretion, DOEE may use several methods to monitor the grant, including site visits, periodic financial reports and the collection of performance data. Each grant is subject to audit.

A grantee is subject to programmatic and financial audits by DOEE's federal funder(s) and must submit a copy of grantee's Single Audit prior to the commencement of each fiscal year.

### **1.10 General Terms and Conditions**

Appendix 1, “General Terms and Conditions” is incorporated by reference in this RFA. Applicants and Grantees must comply with any and all applicable terms and conditions outlined in Appendix 1.

### **1.11 RFA Conditions - Promises, Certifications, Assertions, and Assurances**

Appendix 2, “Applicant’s Promises, Certifications, and Assurances” (“PCA”), is incorporated by reference in this RFA.

### **1.12 DOEE’s Authority to Make Grants**

DOEE has grant-making authority under:

- The Renewable Energy Portfolio Standard Act of 2004 (D.C. Law 15-340, D.C. Official Code §§ 34-1431-40), including § 34-1436(b) and (c)
- The Water Pollution Control Act of 1984, effective March 16, 1985, as amended, (D.C. Law 5-188; D.C. Official Code § 8-103.01 *et seq.*);
- The District Department of the Environment Establishment Act of 2005, effective February 15, 2006, as amended, (D.C. Law 16-51, D.C. Official Code § 8-151.01 *et seq.*);
- The Comprehensive Stormwater Management Enhancement Amendment Act of 2008, effective March 25, 2009, (D.C. Law 17-371; D.C. Official Code § 8-152.01 *et seq.*); and
- Other applicable laws and regulations.

### **1.13 Conflicts between RFA and Applicable Law**

If any requirement of this RFA conflicts with a provision of any applicable law, including a District or federal law or regulation, the applicable legal provision shall control.

## **SECTION 2. SUBMISSION OF APPLICATION**

### **2.1 RFA Release Date**

The release date of this RFA is 4/5/2019.

### **2.2 Obtaining a Copy of the RFA**

A person may obtain a copy of this RFA at [doee.dc.gov](http://doee.dc.gov) or by requesting a copy through any of the methods listed in Section 2.6. Please add to any note the heading “RE: RFA 2019-1915-EA.”

### **2.3 Applications: When, What, and Where**

**When:** All applications must be received at the address below by 4:30 p.m. on 5/30/2019.

Applications will be dated and recorded as “received” pending review by DOEE for completeness. DOEE considers an application to be “filed” only if all the required materials are submitted. Late or incomplete applications will be considered received, not filed.

**What:** The contents of the Application are specified in Section 3. Each applicant must submit:

Five paper copies of the application; and

One electronic copy.

The Department will not receive faxed copies.

**Where:** The paper copies must be filed with DOEE at the following address:

**District of Columbia Department of Energy and Environment**

**RFA – Grants  
1200 First Street NE  
5<sup>th</sup> Floor  
Washington, DC 20002**

**Attn: RFA 2019-1915-EA**

Email an electronic copy, formatted as a .pdf file, to: [2019EECPRFA.grants@dc.gov](mailto:2019EECPRFA.grants@dc.gov)



## 2.4 Award Announcement

DOEE expects to notify each Applicant in writing of its award status within six to twelve weeks after the application due date.

## 2.5 Updates and Questions and Answers (Q & A)

Additional information may become available before the application is due. It is the Applicant's responsibility to stay up-to-date on the status and requirements of the grant for which it is applying.

DOEE welcomes questions seeking clarification of matters in this RFA. Questions about the RFA should be sent to 2019EECPRFA.grants@dc.gov with "RE: RFA 2019-1915-EA" in the subject line.

DOEE will publish updates and Questions and Answers (Q&A) regarding the RFA at [doee.dc.gov](http://doee.dc.gov). DOEE will also create an email list to send updates and information regarding the RFA. A person can be put on the email list by immediately emailing 2019EECPRFA.grants@dc.gov with the subject line "RE: RFA 2019-1915-EA – Add me to the email list."

DOEE will provide the information to those on the email list at the same time the information is uploaded to the DOEE website. Paper copy updates will be available for pickup at DOEE's offices by appointment. DOEE will not mail out updates or Q&A materials.

The cut-off date for receipt of any questions is one week prior to the application deadline.

## 2.6 DOEE Contacts

DOEE can be contacted about this RFA (use the RFA's short name and number whenever possible) by:

- (a) **Emailing** 2019EECPRFA.grants@dc.gov with "RE: RFA 2019-1915-EA" in the subject line;
- (b) **In person** by making an appointment with (Michael Negussie at (202) 673-6742 and mention this RFA by name); or
- (c) **Write** DOEE at 1200 First Street NE, 5th Floor, Washington, DC 20002, Attention: Michael Negussie RE: RFA 2019-1915-EA on the envelope.

## **SECTION 3. APPLICATION CONTENT**

### **3.1 Format**

Proposals must be formatted as follows:

- (a) Use plain, white, 8 ½” x 11” recycled paper with one-inch margins.
- (b) Applications should be double-sided to the extent possible;
- (c) Limit each project description to 10 double-spaced pages. Budget tables, flowcharts, photographs, the work plan, and other supporting documentation may be attached in addition to the project description
- (d) Staple the application in the top left-hand corner. Do not use a plastic cover or other form of binding.

### **3.2 Proposal Content**

DOEE intends to fund a project that will benefit the environment, and, in particular, the environment of the District. The proposal should use the following format and explain, in increasing levels of detail, how the Applicant will accomplish this.

(Note: Before drafting the proposal, please read the project description very carefully to see if there are restrictions for the DOEE grant. For instance, certain activities might be required to take place in the District or the scoring might give extra points to labor sourced in the District.)

#### **(a) Cover Sheet**

Include a cover sheet in the format specified in Appendix 3. Make certain that the funding amount requested on the cover sheet matches total amount requested in your budget and budget narrative.

#### **(b) Project Summary**

Provide a brief one paragraph summary that explains the project. This summary is not part of the 10-page proposal limit.

#### **(c) Project Description**

Organize this 10-page section of your application in accordance with the scoring rubric of section 7 of this RFA. As an exposition to the specific line items in the scoring rubric, state the following at the start of the proposal:

(1) Purpose and Objectives

State how this project will benefit the environment and the specific objectives this project will achieve.

(2) Target Audience

Identify the target audience. Who will this project engage? Who will benefit from the project?

(3) Project Outcomes, Outputs, and Activities

The proposal should connect the funded activities to quantifiable outputs and ultimately desired outcomes. This enables reviewers to evaluate what the proposed project will achieve if funded.

**Activities** are undertaken to achieve the outputs and outcomes. For example, a proposal could request funding to support a tree-planting activity in a city. This activity will yield a quantifiable output.

An **output** is a short-term result achieved as a result of an activity. For example, at the end of the project period, after several sessions of tree-planting, X number of trees will be in the city. This quantifiable output will yield various project outcomes.

A **project outcome** is a medium to long-term result that occurs and/or continues after the project ends. For example, after several sessions of tree-planting activities, this project yielded an output of X number of trees planted in the city. Medium to long-term outcomes of this project include: beautification of the city, increased environmental awareness of residents, and improved air quality.

(4) Methods

Describe how activities will be accomplished.

(5) Measurement of Project Success

Provide quantifiable measurements. For example, a tree planting project might measure the number and kinds of trees planted. A trash removal project might measure the pounds of trash removed. A stormwater project might measure the amount of stormwater captured.

(6) Project Budget

You must submit a numeric budget and a separate budget narrative as part of your application package. For the numeric budget, DOEE strongly urges applicants to use the budget template format provided (Appendix 4). The budget narrative must explain and justify every line item in

the numeric budget. The explanation should be thorough enough to allow a reviewer to understand why expenditure levels were chosen and how the line item amounts were derived. For example: “personnel will be paid \$xx per hour times xx hours.”

If the Applicant seeks an advance payment, it must request advance payment in its proposal and explain why an advance payment is requested. See Section 6.2.

Resources provided by the applicant should appear in the column titled “Non-DOEE Match,” meaning the Applicant intends to provide the indicated resources (i.e., the “match,” and that the resources do not come from DOEE). Entries in this column could include both dollars and the value of the in-kind contributions. For example, in-kind contributions can include staff time, volunteer services, already-paid licensing fees, materials, supplies, and the use of equipment or real estate.

Volunteer hours provided to a grantee or sub-grantee must be valued at rates consistent with those the Applicant’s organization ordinarily pays for similar work, including salary and fringes. If the grantee or a sub-grantee does not have employees performing similar work, the rates must be valued the same as rates ordinarily paid by employers in the same labor market for similar work.

The Applicant must verify that all costs in the budget are allowable.

Typical allowable costs are:

1. Rental of office space, some vehicles, and some equipment;
2. Employee salaries and benefits;
3. Contractor labor, including professional services;
4. Accounting and bookkeeping services;
5. Communications, including telephone and data services;
6. Printing, reproduction, including signage;
7. Materials and supplies;
8. Computers and printers;
9. Small tools;
10. Some field equipment, typically below \$5,000 in value;
11. Postage and shipping;
12. Necessary travel, meals and lodging; and
13. Insurance.

Non-Allowable costs include:

1. Most major equipment, like vehicles;
2. Lobbying, including salaries and overheads and out-of-pocket expenses;
3. Entertainment;
4. Interest payments on loans;

5. Most food; and
6. Land purchases.

DOEE will require documentation for grant payments, and the entire grant will be subject to audit.

**(d) Applicant**

**(1) Organization**

Describe the organization's history, mission, and current or past projects that demonstrate the organization's capacity to achieve the project's goals. This section should be limited to one page. To provide further information, the Applicant can reference its website or attach organizational brochure or resume.

**(2) Key personnel**

Identify the key team members for the project and provide brief biographies or their resumes. The team members can be staff, volunteers or contractors.

**(3) Past performance on District Grants/Contracts**

Identify District agencies from which the Applicant has received funding as a contractor, grantee, or partner in the past five years and provide specific information including:

- The grant(s) or contract(s) title;
- The District agency/agencies;
- The grant number(s), contract number(s), or other identifier(s);
- The amount(s) paid; and
- What was accomplished as a result of the funding(s).

Briefly describe any disputes, investigations, or audits related to any of these District grants or contracts, grants, or partnerships in the past five years.

**(4) Partners**

Sometimes partnerships can improve the success of a project. These partnerships might be with government agencies, nongovernmental organizations (NGOs), companies, or individuals. If a partner is to be involved in the project, the Applicant must describe the partner's involvement and resource commitments. The proposal must identify and attach a letter of support on the

partner's letterhead, signed by an authorized official if the partner is a government agency, NGO, or business entity.

In lieu of a letter, an Applicant may attach an email from the partner (or an authorized official if the partner is a government agency, NGO, or business entity) that states support of the project and identifies the partner's name, address, website, and a contact name, telephone number, and email address.

For the following types of partners, provide the documentation indicated.

i. District of Columbia Public Schools

If the Applicant will work with the District of Columbia Public Schools (DCPS), it must include a letter of support from the principal of each school with which it will work, and, if available, from each participating teacher. Teachers and principals may send a joint letter.

ii. Property Owner

If the Applicant will work on public land, it must submit a letter of support from the managing agency. Similarly, if the Applicant is to work on private land, it must submit a letter of support from each property owner. If the project includes construction or installation, the letter must acknowledge that the property owner will be responsible (either directly or through an agreement with another entity) for project maintenance.

iii. Partnering Organization

If the Applicant has identified a project partner, it must include a letter of intent from the collaborating organization(s) agreeing to participate in the proposed project, describing the partner's involvement and resource commitments, and explaining the activities and/or services the partner will provide. The letter should demonstrate that the partnering organization understands the project presented for funding and the activities and/or services that the partner will provide. The Applicant must submit the partnering organization's Certificate of Good Standing (from the DC Department of Consumer and Regulatory Affairs) and documentation of the partner's tax exempt status.

iv. National Park Service

Projects that would be carried out on National Park Service (NPS) property will require NPS permission. Sometimes the paperwork supporting such permission takes extra time to complete. DOEE will accept more informal statements generated by responsible NPS officials, including emails.

### **3.3 Work Plan**

The application must include a proposed work plan that describes the timeline for project implementation.

### **3.4 Required Documents**

Each of the following documents must be filed as part of the proposal package. If the document is not in this filing, DOEE may classify the grant application as “received” but not “filed,” as specified in Section 2.3. However, if a government agency must issue a required document, and the Applicant has requested the document but not received it, DOEE may accept a copy of the Applicant’s request to the agency for the purpose of deeming the Application “filed.”

#### **(a) Certificate of Good Standing**

Each Applicant must submit a current Certificate of Good Standing from the District Department of Consumer and Regulatory Affairs. DOEE requires that the submitted Certificate of Good Standing reflect a date within a six-month period immediately preceding the application’s submission.

#### **(b) Promises, Certifications, Assertions, and Assurances**

Each Applicant must sign and submit the “Promises, Certifications, Assertions, and Assurances” (“PCA”) in Appendix 2. Signing the PCA is a condition of eligibility for this grant. If the Applicant is not prepared to sign the PCA, it should not apply for a grant. Compliance with the promises, certifications, and assurances in the PCA is a continuing condition of eligibility for this grant.

The PCA must be signed by the Applicant or, if the Applicant is an organization, by a duly authorized officer of the organization.

The PCA also includes a sworn statement verifying that the Applicant is not in arrears (i.e. is “current”) on all obligations outstanding to the District, including all District agencies. The Applicant must be “current” as of the date of the application and the date of a grant award. DOEE requires, as a condition of continuing eligibility, that a grantee stay current on such obligations during the period of the grant.

#### **(c) IRS W-9 Tax Form**

The Applicant must submit a current completed W-9 form prepared for the U.S. Internal Revenue Service (IRS). DOEE defines “current” to mean that the document was completed within the same calendar year as that of the application date.

**(d) Tax Exemption Affirmation Letter**

The tax exemption affirmation letter is the IRS's determination letter of non-profit status. If this letter is not available, then the Applicant should provide its most recent IRS Form 990 tax return, if one was submitted. If no return has yet been filed, the organization can submit its application for tax-exempt status. If the group has a supporting organization with an IRS tax-exempt status determination, then that organization's tax exemption affirmation letter should also be submitted.

**If there is no IRS tax exemption affirmation letter because the organization is a religious organization, then the Applicant may submit the best evidence it can of its status.** Examples of potential best evidence for this purpose include, but are not limited to (i) a letter from the leader of the organization verifying that the organization is a religious group; (ii) a letter from the group's board chair or similar official, verifying that the organization is a religious group; (iii) the Applicant's most recently submitted state sales or other tax exemption form, if it exists (Form 164 in the District of Columbia); or (iv) the state's issued tax exemption certificate or card, if it exists. (*See IRS publication no. 1828, Tax Guide for Churches and Religious Organizations.*)

**(e) Applicant's Current Fiscal Year Budget**

The Applicant must submit its full budget, including projected income, for the current fiscal year, using a format at least as detailed as that presented in Appendix 4. Also, the Applicant should submit a comparison of budgeted versus actual income and expenses of the fiscal year to date.

**(f) Applicant's Financial Statements**

If the Applicant has undergone an audit or financial review, it must provide the most recent audited financial statements or reviews. If audited financial statements or reviews are not available, the Applicant must provide its most recent complete year's unaudited financial statements.

**(g) Separation of Duties Policy**

The Applicant must state how the organization separates financial transactions and duties among people within the organization in order to prevent fraud or waste. This may be a statement that already exists as a formal policy of the organization, or the Applicant may create the statement for purposes of the application. The applicant should state which of these situations apply.

This statement should:

- Describe how financial transactions are handled and recorded;
- Provide the names and titles of personnel involved in handling money;
- Identify how many signatures the financial institution(s) require on the organization's checks and withdrawal slips; and,
- Address other limits on staff and board members' handling of the organization's money.



**(h) System for Award Management (SAM) with federal government**

If a project within this RFA is funded wholly or partially by federal funding sources, applicants for that project must be registered in the System for Award Management at [www.sam.gov](http://www.sam.gov) and provide evidence of this registration as part of its application package to DOEE.

**(i) Partner Documents**

The Applicant must submit the partnering organization's Certificate of Good Standing (from the DC Department of Consumer and Regulatory Affairs) and documentation of the partner's tax exempt status.

## **SECTION 4. Review Panel and Application Scoring**

### **4.1 Review Panel**

This is a competitive grant. The review panel for the RFA will be composed of individuals with knowledge in the areas directly related to the RFA. The review panel will review, score and rank each Applicant's proposal.

The panel will recommend the top scorer for award of the grant.

Review panels vary in size, but typically are made up of three to five people. At least two members of the review panel will be from DOEE staff. Whenever practicable, each panel will include at least one person from outside of DOEE.

### **4.2 Scoring Criteria**

The reviewers score each proposal according to a list of criteria and the points available for each criterion. See section 7 of each project.

The applicant should read the grant description carefully to determine if matching funds or resources are required or if preference points are offered for matching funds.

## **SECTION 5. GRANTEE DOCUMENT REQUIREMENTS**

### **5.1 Submissions If Applicant Will Receive the Grant**

Upon acceptance of a grant award, the Grantee must provide the following documents.

#### **(a) Certificate of Insurance**

The Grantee shall submit a certificate of insurance giving evidence of the required coverage outlined in Appendix 1, General Terms and Conditions. DOEE will presume that the budget covers the cost of this required insurance and will not later adjust the grant award for this amount.

#### **(b) Assurance of Continued Truth and Accuracy**

Upon acceptance of the grant award the Grantee shall notify DOEE of any changes that may have occurred to its organization since the time of submission of its original application. See also Section 1.6.

## **SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS**

### **6.1 Reporting Requirements**

The grantee must submit the following reports as a condition of continuing eligibility for funding.

#### **(a) Quarterly Status Reports**

DOEE will provide a quarterly status report template with the grant award. These reports, which discuss grant activities for the preceding quarter, will be due on each of the following dates.

Quarter 1 (January - March):	April 15
Quarter 2 (April - June):	July 15
Quarter 3 (July - September):	October 15
Quarter 4 (October - December):	January 15

If a report's due date falls on a weekend or District holiday, the report will be due the next business day.

The report must detail: actions taken in the quarter preceding the report date, highlight outputs achieved, provide a financial update, and describe unforeseen changes to project timetable, staffing, or partnerships, as well as any other changes that may affect project outcomes.

#### **(b) Final Report**

DOEE will provide a final report template with the grant award. This report includes quantification by the grantee of the project's outputs and describes the extent to which project outcomes met or will meet the objectives of the funded proposal. The template requires submission of data and analysis of the data.

### **6.2 Reimbursement of Project Expenditures and Disbursement of Funds**

DOEE will not reimburse the Grantee for any work undertaken before DOEE notifies the recipient of the final award of the grant.

DOEE will reimburse the Grantee only for expenditures incurred to perform work under the grant. In limited cases, DOEE may advance funds at the beginning of the grant period for good cause approved by DOEE at its sole discretion. If the Applicant seeks an advance payment, it must request such payment in its proposal and explain why an advance payment is being requested.

DOEE operates on the District's fiscal year, which starts October 1 of a calendar year and ends September 30 of the next calendar year. The grantee may submit a reimbursement request or an invoice at any time during the fiscal year for work performed within that same fiscal year. Each request/invoice must include supporting documentation.

Reimbursements will be mailed to the address on file for the grantee. DOEE may make electronic payments in lieu of mailing checks. DOEE generally pays grant invoices 30 days after DOEE receives them.

DOEE will withhold the final 10% invoiced under a grant until all required activities have been completed, including receipt of the final report.

## **SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING**

### **7.1 Summary: Project Title and Available Funds**

#### **Project Name**

Low Income Energy Efficiency and Conservation Program

#### **Introduction**

This section of the RFA describes the District Department of Energy and Environment's (DOEE) Energy Efficiency and Conservation Program (EECP) structure, the weatherization and health and safety measures that EECP will reimburse, the reporting and training requirements, and the evaluation criteria that DOEE will use to score proposals.

#### **Project Period**

DOEE intends the grant to fund one or more grantees for a period beginning approximately July 1, 2019, and ending June 30, 2020. DOEE may extend the grant, based on the grantee's performance and on availability of funding. Additional 12-month periods, for a total of three years, are possible.

This grant depends on funding from multiple sources, including federal agencies, and local sources.

#### **Available Funding**

\$2,500,000

### **7.2 Project Description**

EECP funds are used to improve the energy efficiency of low-income homes using some of the most advanced technologies and testing protocols available in the housing industry. The energy efficiency and conservation resulting from the efforts of grantees helps to reduce energy use and costs while improving the health and safety of homes. DOEE provides grants to local applicants who are responsible for purchasing and installing audit-recommended weatherization and health and safety measures in homes throughout the District.

Based on the results of the energy audit, services may include:

- air sealing to reduce air infiltration;
- insulation of attics and walls;
- heating system repairs or replacement;
- hot water tank and pipe insulation;
- installation of energy-efficient lighting and refrigerators;
- window and outside door repair or replacement;
- renewable energy systems; and

- mitigation of health and safety issues, including indoor air quality improvements, asbestos removal, mold remediation, lead abatement, and roof repair or replacement.

## **Project Types**

- a. Single-family home: a structure with up to four dwelling units;
- b. Multifamily home: a structure with five or more dwelling units.

A dwelling unit is occupied as separate living quarters, and may be a house, apartment, condominium unit, group of rooms, or a single room. Applicants responding to this RFA should develop a production plan that includes a minimum number of both single-family and multifamily projects. If an applicant is unsure if a home qualifies as a single-family or multifamily home, the grantee may request written clarification from DOEE at [2019EECPRFA.grants@dc.gov](mailto:2019EECPRFA.grants@dc.gov).

## **Participant Eligibility**

The weatherization program targets households that are at or below 200% of the federal poverty level or 60% of the District's median income level. DOEE verifies income eligibility for each household served, through the LIHEAP program. Verification of household income and WAP eligibility are included in each client file.

## **Grantee Responsibilities:**

1. Obtain proper permits and licenses of subcontractors and staff before commencing work.
2. Complete emergency HVAC and/or hot water tank replacements or repairs within three calendar days from receiving an emergency referral from DOEE.
3. Install recommended measures based on the approved DOEE weatherization field guide ([Field Guide](#)) within 21 business days for weatherization work on a single family home and within 60 business days for multifamily. (The Field Guide is available for download by clicking the [Field Guide](#))
4. Implement DOEE-recommended corrective actions within 3 calendar days of receiving notice.
5. Submit weekly the contractors' project schedules.
6. Conduct final inspections on 100% of dwelling units.
7. Submit DOEE-approved invoices for grant-related reimbursement in an electronic format through the DC Vendor Portal.
8. Educate the homeowner or tenant to operate the installed equipment.
9. Train, hire and manage contractors.
10. Fix damage and errors in a timely manner.
11. Provide excellent customer service.

12. Use American-made products where feasible. While DOEE does not mandate American-made products or District vendors and labor, it strongly encourages their use.
13. Provide the homeowner with warranty and manufacturer information for measures installed.

### **Allowable Energy Conservation Measures (ECMs)**

US DOE-approved Energy Conservation Measures (ECMs) installed in a home must have a Savings-to-Investment-Ratio (SIR) greater than or equal to 1. For every dollar spent installing a measure, at least one matching dollar's-worth of energy must be saved over the life of that measure. Installation costs include direct installation labor, weatherization materials, and other related costs for installation. DOEE performs audits using the National Energy Audit Tool (NEAT) for single-family homes and the Targeted Retrofit Energy Analysis Tool (TREAT) for multifamily homes.

Sometimes grantees do mold remediation, asbestos removal, roof repair and replacement, lead abatement, and pest management, with no energy savings benefit because one or more is necessary to address a safety concern in a home or to enable installation of the energy conservation measures (ECMs). These types of improvements are categorized as health and safety repairs, and are not included in the required SIR analysis.

This is a cost reimbursement grant, with repayments to the grantee for specific energy efficient measures. DOEE follows the guidelines communicated by its federal funders on allowable measures.

Typical measures or work performed may include the following to be installed according to the [Field Guide](#) and US DOE's Standard Work Specifications (SWS) (which may be found by clicking here, for <https://sws.nrel.gov/> ), (The requirement to use SWS is found at section 1 of US DOE's Weatherization Program Notice, WPN 15-4 (Oct. 21, 2014), (DOEE has integrated SWS into the Field Guide)

1. Air sealing and infiltration reduction;
2. Attic insulation and vents;
3. Basement, floor and crawl space insulation;
4. Windows and doors;
5. Baseload electrical work;
6. Combustion efficiency and venting;
7. Domestic hot water heating systems;
8. Renewable energy systems; and
9. Additional measures not listed, which must receive written approval from DOEE.

### **Quality Assurance/Quality Control Inspector (QCI) Inspection**

DOEE maintains strict weatherization installation guidelines, documented in the DOEE Weatherization [Field Guide](#). DOEE staff includes a Quality Assurance (QA) team of QCI Inspectors. The QCI Inspectors inspect 100% of the grantee's completed projects to ensure that all measures are installed according to the installation guidelines in the [Field Guide](#) and SWS in accordance with 10 CFR 440.

Grantees are required to submit a weekly contractors' project schedule seven business days in advance, conduct final inspections on all to-be-invoiced dwelling units, and ensure that all measures have been installed in accordance with the Field Guide and SWS prior to reporting the project to DOEE as completed. Upon completion, grantees must submit required documentation to DOEE to initiate the QCI process.

QCI activities include the following:

- a. Work-in-Progress Inspections – to identify missed opportunities, assess compliance with program standards, including health and safety, and to identify programmatic issues during the initial stages of production.
- b. Final Inspections – to be performed by DOEE on 100% of grantee-reported completed units. Each unit reported to DOEE as complete must meet program requirements.

Depending on program requirements and benchmarks, the QCI Inspector will inspect both project types: single-family and multifamily.

## **Monitoring**

DOEE performs monthly desktop and quarterly programmatic/financial monitoring to assure compliance with all program rules. DOEE will schedule additional monitoring as it determines it needs. DOEE will conduct all monitoring. The goal of the monitoring process is to: (1) ensure the proper and timely use of funds and verify expected benefits through SIR; (2) provide transparency and accountability; (3) provide quality control; and (4) provide technical assistance and training. (See US DOE Weatherization Program Notice (WPN) 16-4, <https://nascsp.org/wp-content/uploads/2018/02/WPN-16-4.pdf>).

During monitoring visits, DOEE will verify the grantee's adherence to grant requirements, including: methods of procurement; staff training; progress completing projects and production goals; project costs; and accuracy of client files. A grantee that fails to adhere to grant requirements jeopardizes the receipt of future funding.

## **Reporting and Auditing**

The grantee will be required to track and report aggregate information, including the average cost per unit, the number of hours personnel have worked/trained, and the amount of funding used for job training or employment. DOEE may impose other



reporting requirements that will allow DOEE to track and manage progress towards goals. DOEE may provide reports to other agencies and organizations who seek updates on the progress of EECF spending.

For project auditing, DOEE has the right to inspect the work and associated records at any and all reasonable times as part of its oversight process. This right extends to subcontracts, and the grantee must include provisions ensuring such access in all of its contracts and subcontracts. DOEE's audit rights also extend to all of the grantee's contracts and their subcontracts, and contract documents must reflect this.

## **Grant Application**

DOEE seeks applications from entities that address the following:

- a. **Experience:** The applicant's experience conducting housing rehabilitation/renovation, weatherization improvements and upgrades or similar activities in the last five years.
  - A description of the programs operated, time period operated, sources of funding and amounts, number of households served, performance measures, and performance.
  - The approach used to ensure that work is completed within 21 business days of job assignments to subcontractor(s) or internal crews.
  - How jobs were tracked to manage the flow of work, and scheduling of contractors and inspections; how this information was used to plan for and manage production; and how quality control of crew and contractor work was assured.
  - The applicant's experience providing high-quality, effective, energy-efficient or renewable energy systems. Show for the past five years: planned vs. actual units completed; air leakage percentages reaching targets; number of single-family and multifamily homes completed for each year; aggregate data from customer surveys; and data regarding quality of provided services.
  - Letters of support from community partners.
- b. **Process:** A detailed plan that identifies the work process for a typical dwelling unit, beginning with initial customer contact and ending with final inspection and customer sign-off.
  - Be sure to note each step of the process and how the applicant will manage it.
  - Describe experience with Quickbase, or ECOS. DOEE uses its own online database, in Quickbase, for tracking work orders and documentation. But DOEE is looking at a change to Energy Conservation Online Software (ECOS).

- Describe the approach to customer service, including (a) outreach work (b) client education plans, and (c) staff experience working with low income families.
- c. **Production Plan:** A production plan identifying the stages to implement each type of work, weatherization and renewable installation.
- The resources to be acquired (staff, equipment, contractors, etc.).
  - The timetable proposed to begin operations.
  - Each job's goals and objectives, general outcomes and specific outputs.
  - Issues for rooftop solar PV installations. Address selection of quality panels, electronics, and hardware, installation techniques, rooftop repair, negotiation with utility company, and customer education.
  - Associated challenges and strategies to minimize those challenges.
- d. **Budget, Funding and Payment:** A proposed budget, including spending milestones and a budget narrative.
- The applicant can estimate a dollar amount up to \$2,500,000.
  - Include a statement that the applicant can operate on a monthly reimbursement basis. DOEE will not advance funds for this grant.
  - The administration fee will be in accordance with: For US DOE, 2 CFR 200 and 10 CFR 440.18; and for US HHS, 45 CFR § 96 and 45 CFR Part 75.
  - The budgeted costs must be consistent with the US DOE funding requirements. DOEE only reimburses grantees for approved costs incurred for providing energy efficiency services. (See Section 6.2)

Applicants are encouraged to develop a budget that will utilize all of the available funding in a cost-effective manner benefiting weatherization clients. If an applicant cannot utilize all funds in this manner, the applicant may request less than the available amount. However, DOEE will not consider a proposal from an applicant that proposes providing weatherization services for an amount less than \$300,000 per year.

Applicants are strongly encouraged to review US DOE and DOEE regulations and guidance to understand the allowable costs.

- e. **Financial Responsibility:** Provide DOEE with documentation showing that the grantee has the financial ability, and the high-quality accounting system necessary to undertake the responsibilities of the grant. This includes at least the last full year's financials, the last audit reports, if any, proof of lines of credit, and bank balances sufficient to allow the grantee to undertake the grant work subject to the delays in payment inherent in a reimbursement relationship.

- f. **Key Personnel:** Provide an organizational chart for your team/s, and identify the positions and percent of time dedicated. This information is needed for all personnel working on the grant. Provide a job description for each job related to program delivery.

Provide a resume describing the education, training, and work experience for each of the key program personnel who will be assigned to the weatherization program. Include the energy coordinator and each inspector. If a position is vacant, provide the job description and hiring criteria for the vacancy.

- g. **Training:** Present a training plan and proposed training budget so that all weatherization personnel successfully complete the training courses required by the District's WAP State Plan and the [Weatherization Operations Manual](#).

DOEE requires grantee(s) to meet training and technical assistance requirements, including the installation of measures in accordance with SWS detailed in the District's Weatherization [Field Guide](#). DOEE will require the grantee and its contractors to attend US DOE conferences and trainings, DOEE-related conferences, and customer education trainings. DOEE training is an allowable cost and should be included as part of the budget. DOEE will require its preapproval as a precondition to reimbursement. DOEE requires the grantee and its contractors to have certifications based on their job title.

**Please note:** DOEE may modify the program design, guidelines, or requirements, to make program implementation more efficient. If DOEE modifies, it will update the grantee. Such changes could include adjustments to monitoring, quality control inspections, or measures to be installed.

### 7.3 Project Outcomes, Outputs, and Deliverables

#### Project Outcomes

1. Increased energy savings in each weatherized home.
2. Improved health and safety in homes receiving energy efficiency measures.
3. Increased services provided to program participants.
4. Maximized economic, environmental, and public health benefits.
5. Increased knowledge about energy efficiency, conservation, and indoor air quality issues.

#### Project Outputs

1. 350 homes will receive weatherization services, at the projected funding level.
2. A detailed report on the capacity and outputs of the installed renewable energy systems and on the related financial benefits provided to low-income District residents.

3. An annual report that includes the number of homes receiving service, utility payments avoided or reduced due to the installation of renewable energy systems, and additional findings or recommendations to improve the program.

### **Deliverables**

1. Timely completion of projects.
2. Weekly progress report.
3. Accurate project data entry into Quickbase or ECOS.
4. Timely communications with the QCIs.
5. Monthly reimbursement requests.
6. Certificates of training.
7. Annual closeout report.

### **Proposal Scoring**

All proposals will be scored according to the criteria below.

<b>Scoring Criteria</b>	<b>Points</b>
Shows ability to deliver high-quality weatherization services.	10
Presents a comprehensive, detailed, and credible production strategy.	15
Demonstrates highly cost-effective services.	15
Demonstrates ability to complete the proposed work and meet milestones on time.	10
Shows the ability to deliver excellent outreach activities.	5
Shows that the key personnel are highly experienced in the required specialties, or shows persuasively that vacancies will be filled by such persons.	10
Presents a credible staff training plan.	5
Demonstrates financial responsibility, as described in the narrative.	15
Demonstrates that all work performed will comply with federal and District weatherization regulations and procedures.	15

## SECTION 8. CHECKLIST FOR APPLICANTS

<p>Instructions for applicants: Ensure that the answers to all of the questions below are answered. In the column to the right, indicate Yes, No, or NA for not applicable. Include this completed document with application submission.</p>		
1.	Is the cover sheet (appendix 3) completed and signed – and included as part of the application?	
2.	Is a Table of Contents included in the application?	
3.	Is the applying organization eligible for funding from DOEE according to section 1.6 of the RFA?	
4.	Is the proposal formatted in accordance with section 3.1 of the RFA?	
5.	Does the proposal include a project description and all of the information required of the scoring rubric outlined in section 7 of the RFA?	
6.	Is a numeric budget, <b>and</b> budget narrative justifying each line item, included in the application?	
7.	Do the line items in the proposal budget consider the allowable and non-allowable costs in section 3.2 of the RFA?	
8.	Does the application package include the first page and signed last page of the DOEE Promises, Certifications, Assertions, and Assurances?	
9.	Does the application package include a Certificate of Good Standing that reflects a date within 6 months of the deadline date?	
10.	Does the application package include IRS W-9 Tax Form?	
11.	Does the application package include a Tax Exemption Affirmation Letter?	
12.	Does the application package include the applicant's current fiscal year budget?	
13.	Does the application package include the applicant's most recent	

	audited financial statements?	
14.	Does the application package include a Separation of Duties Policy as described in section 3.4.g. of the RFA?	
15.	Is the applicant registered in the System for Award Management (SAM)?	
16.	If applicable, does the application package include letters of support from other entities?	
17.	If applicable, does the application include resumes of key personnel mentioned in the proposal?	

## **APPENDICES**

Appendix 1 – General Terms and Conditions

Appendix 2 – Promises, Certifications, Assertions, and Assurances

Appendix 3 – Cover Sheet

Appendix 4 – Example of Grant Budget

Appendix 5 – Points for Local Entities